

#12-10
November 15, 2011



Career Opportunity

United States District Court
Southern District of Texas

Position: Automation Support Specialist

Location: Houston, Texas

Closing Date: Until Filled

Salary Range: \$42,777 - \$76,612* (CL25, with promotional potential to CL26)
*Salary commensurate with experience

Position Overview

The Automation Support Specialist provides specialized and routine user support services, including user training and computer problem resolution. Assists in defining and implementing automation training plans. Serves as central point of information and assistance for court automation users.

Qualifications

To qualify for the Automation Support Specialist position, a candidate:

- Must have four years work experience, two of which should be specialized experience with PC and networking software.
- An associate or bachelor's degree in automation/computer technology/information management preferred.
- Support experience with Novell and Windows file servers preferred.
- Extensive experience supporting Windows desktops.
- Experience with a variety of technologies such as telephone systems, remote conferencing, video/audio presentation systems is preferred.
- Must be able to work as team member and handle large quantity of work requiring meticulous attention to detail.
- Able to work outside of scheduled hours and resolve technical issues quickly.

Employees of the federal judiciary must be U.S. citizens or able to prove that they intend to become a citizen.

Benefits

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, Section 125 Flexible Benefit Plans, life insurance, long term care and long term disability insurance, 10 annual holidays, annual and sick leave accrual plans. This position is subject mandatory Electronic Funds Transfer participation for payment of net pay.

Application Process

To be considered for this position, please submit a completed employment application, resume and cover letter (in one PDF attachment) noting the position number, explaining why you are interested in the position and detailing your relevant training and experience via email to employment@txs.uscourts.gov. An employment application may be obtained from our website at www.txs.uscourts.gov or by calling 713-250-5508.

You may also submit the materials via regular mail or fax to:

United States District Court
Human Resources
P.O. Box 61010
Houston, Texas 77208
Fax: 713-250-5717

Internal applicants may apply by submitting the same information as requested above to Human Resources with a copy to your immediate supervisor.

The Court reserves the right to withdraw this announcement without prior notice. Applicants may be considered for similar future opportunities. Applicants may be asked to take a proficiency test. The final candidate will be subject to a background check, credit check and/or records check with law enforcement agencies. Positions in the United States Courts are excepted appointments. Employees are not under the Civil Service System and are “at will” employees.

Equal Opportunity Employer